JOB TITLE: #1703 Program Specialist, Interpretive Programs

OPEN TO: This job is open to all applicants.

LOCATION: History Center - 345 W Kellogg Blvd., St. Paul, MN 55102

SALARY: $4,330.00 monthly minimum, commensurate with experience

STATUS & HOURS: Full-time, regular (approximately 2,088 annual hours) position.

BENEFITS: Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.

DEPARTMENT: Experience Development

CLASSIFICATION: 11L Professional

SUPERVISORY: No

HIRING MANAGER: Program Manager, Interpretive Programs

POSTING DATE: October 27, 2022

DEADLINE DATE: November 17, 2022

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society’s career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

DESCRIPTION: The purpose of this position is to lead program development projects, including planning and overseeing research, development, and implementation/delivery of interpretive programs and products for various audiences, including general museum and site visitors, families, and K-12 teachers and students; to establish and nurture connections with community partners such as K-12 schools and districts, colleges and universities, community organizations and individuals; to develop and implement plans for improvement of interpretive programs, staff development, and communications across MNHS sites and museums; to develop and deliver programs to the public as needed.

SUMMARY OF WORK: 1) Develop and implement plans to improve interpretive programs, staff development, and communications across MNHS sites and museums; 2) Plan and lead the research and development of engaging interpretive programs for Society’s various audiences, including adults, seniors, families, and K-12 students & teachers in a variety of formats; 3) Work with sites and museums to create and implement plans for the delivery of new programs; and 4) Design, develop and implement strategies to create partnerships with community groups/organizations, businesses, educational organizations, and community leaders.

MINIMUM QUALIFICATIONS:
● Bachelor’s degree plus four years experience working in historical research, education, program delivery, or program development or curriculum development or equivalent education/experience OR advanced degree plus three years related experience.
● Knowledge of history research methodology and data gathering techniques, including the ability to conduct original research in primary source collections, synthesize research, and communicate findings.
● Effective communication skills, including the ability to write clearly and concisely and effective oral communication with individuals and groups.
● Demonstrated ability to collaborate with diverse teams and individuals to initiate and implement programs that meet specific standards.
● Demonstrated customer service skills sufficient to establish and maintain positive, effective working relationships in conflict situations.
● Previous experience working with external partners, including community groups or organizations, to deliver programs and/or services to the public.
● Demonstrated ability to work both collaboratively and independently to complete projects.
● Demonstrated ability to work effectively with diverse groups and individuals.
● Computer skills necessary to develop quality project and program documentation.
● Ability and willingness to travel.
● Valid driver’s license.

DESIRED QUALIFICATIONS:
● Master’s degree in history, American Culture studies, museum studies, or a relevant field.
● Six years previous experience developing interpretive programs for school and museum audiences.
● Eight years previous experience delivering interpretive programs to diverse audiences.
● Knowledge of and ability to apply adult learning principles.
● Familiarity with Minnesota Historical Society interpretive programs, including K-12 programs and/or exhibits.
● Previous experience creating training materials and/or conducting training for interpreters or volunteers.
● Knowledge of and ability to apply adult learning principles
● General knowledge of Minnesota and United States history.
● Experience with instructional design and or Design Thinking.

Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don’t just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.